Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Garnishment Adjustment (One-time Payment or Refund)

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/2/04	K Clark	Script standards
10/17/05	L. Terry	Edits
05/18/06	L. Terry	Edits

Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Purpose

Use this procedure to process an adjustment for an employee's existing garnishment.

Trigger

Perform this procedure when an adjustment is needed to an employee's garnishment.

Prerequisites

The employee must have a garnishment established in HRMS.

Menu Path

Use the following menu path(s) to begin this transaction:

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The Garnishment Administrator will use this to adjust an existing garnishment for an employee. There are only two types of adjustments that can be created: Refund and Additional Deduction (one-time).

> State of Washington HRMS Version: SME Approved Script

File name: GARNISHMENT_ADJ_ONETIME_P Last Modified: 4/4/2008 2:55:00 PM AYMENTORREFUND.DOC **Reference Number:**

Refund)

Processes: Process Payroll
Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Procedure

1. Start the transaction using the above menu path or transaction code PA30.

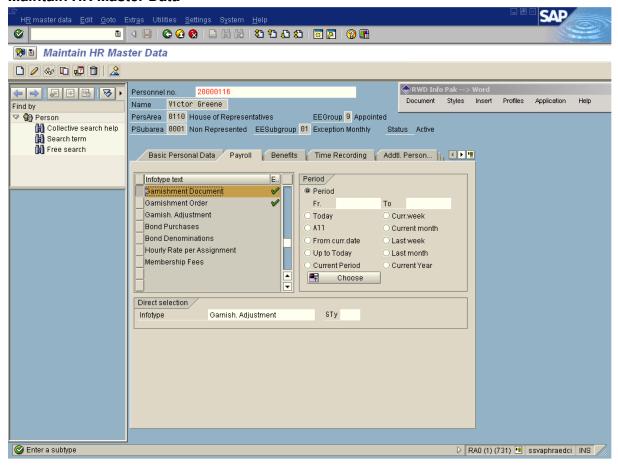
Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Maintain HR Master Data



2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.		This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000116

- Payroll Click the 3.
- 4. Scroll down the list of infotypes.

State of Washington HRMS

Version: SME Approved Script

File name: GARNISHMENT_ADJ_ONETIME_P Last Modified: 4/4/2008 2:55:00 PM AYMENTORREFUND.DOC

Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

- Click the grey box to the left of Garnishment Document do select. 5.
- Click (Overview) for an overview of all actions associated with the Garnishment Document 6. infotype (0194).
- 7. Select the active garnishment record that is being adjusted.
- Click (Copy) to copy and continue 8.

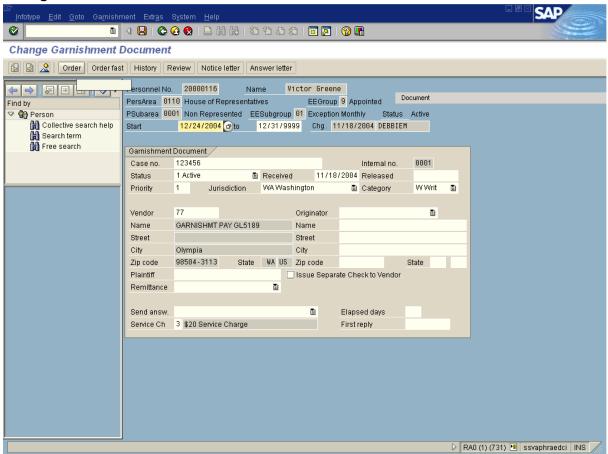
Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Change Garnishment Document



- 9. Enter the effective date of the adjustment in the Start field. The date entered should be the actual check date for the pay period in which the deduction should be taken.
- 10. From the Menu bar, select Garnishment → Adjustment → Refund, to create a refund adjustment. Or, from the Menu Bar, select Garnishment -> Adjustment -> Additional **Deduction** to create a one-time additional payment. Choose the correct reason for the adjustment you are making.



A pop-up window with a warning message will appear stating "Data will be lost." Click Yes to continue.



Below is a screen shot of the Garnishment Adjustment Infotype (0216) for a refund. The process would be the same if processing an additional deduction. The infotype would say Create Additional Deduction in the title bar.

State of Washington HRMS

File name: Version: SME Approved Script GARNISHMENT_ADJ_ONETIME_P Last Modified: 4/4/2008 2:55:00 PM AYMENTORREFUND.DOC **Reference Number:**

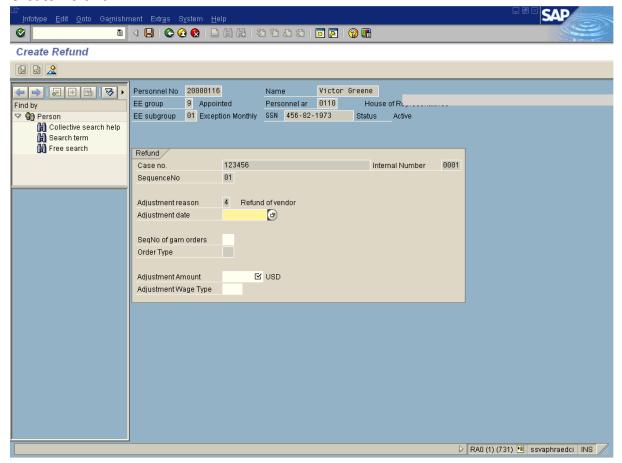
Refund)

Processes : Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Create Refund



Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

11. Complete the following fields:

Field Name	R/O/C	Description	
Adjustment Date	R	The date of the adjustment.	
		Example: 4/25/2007	
		The date entered should be the actual check date in which the deduction should be taken. Most frequently the actual check dates (pay dates)	
		are the 10 th and 25 th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.	
		Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23 rd of the month. The to date in this example would be 11/23 because this is the actual check date for the pay period; you would not use 11/25.	
SeqNo of Garn Orders	R	The Sequence Number of the Garnishment Order Type you want to refer to.	
		Example: 01	
		Click (Matchcode) to search for the correct value.	
Adjustment Amount	R	The amount of the adjustment.	
		Example: 25.00	
Adjustment Wage Type	R	The wage type representing the adjustment being created. Example: 3060 Refund/Stop Payment Exempt Click (Matchcode) to select the appropriate wage type.	

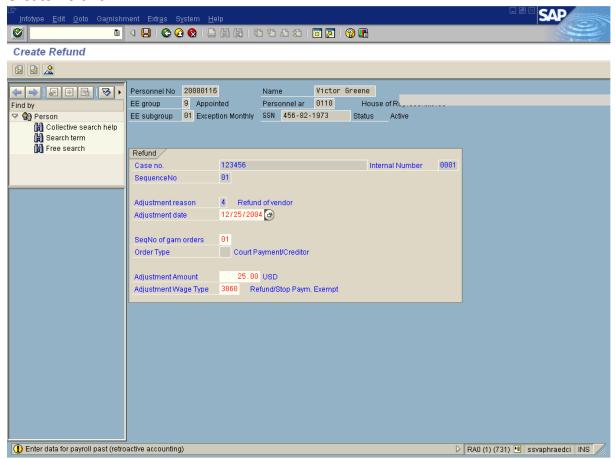
Refund)

Processes: Process Payroll

Sub-Processes: Process Payroll: Emp. Payroll Data Maint.

HRMS Training Documents

Create Refund



- 12. Click (Enter) to validate the information.
- 13. Click (Save) to save.

Result

You have created an adjustment for the employee's garnishment.

Comments